

DOWNLOAD AND PRINT YOUR END-OF-TERM REPORTS PACKAGE

How to retrieve End-of-Term Report Orders

If the End-of-Term Report Order you placed is ready for viewing, use the following steps to download the reports from the NWEA Reports Site.
Visit the NWEA Reports Site.

1. Type your user name and password and then click Login.
2. On the left, in the Actions area, select Retrieve Reports.
3. Find the term for which you ordered reports and click Ready.
4. In the File Download window, select Save.
5. In the Save As window, find and select a location to save the files and then click Save.
6. In the Download Complete window, click Close.

How to install the NWEA Crystal Reports Viewer

Please note: You can install the Crystal Reports Viewer only on computers that have a Windows operating system.

1. Log on to the Reports Site.
2. Select the Crystal Reports Viewer link from the left-side navigation.
3. In the File Download window, click Save.
4. In the Save As window, browse to the Desktop, and then click Save.
5. After the download is complete, find the CRWRT.zip file on the Desktop.
6. Extract the files from the CRWRT.zip file by right-clicking and selecting Extract. The Windows extraction wizard appears. Please note: any software able to open *.zip archives, such as WinZip, may be used for this step. After extraction, you will have a new folder called CRWRT.
7. Open the CRWRT folder, and then double-click on the CRWRT subdirectory.
8. Find setup.exe and double-click to start the installation. Please note: By default, the program will install to C:\Program Files\Seagate Software\Distributed Reports.
9. After the installation is complete, you can open a Crystal Report, which are the reports that you order on the Reports Site.

Please note: you do not need to repeat the Crystal Reports Viewer installation unless you view the reports at a different computer or the operating system is reinstalled on your computer.

How to view and print reports with the NWEA Crystal Reports Viewer

Please note: viewing and printing reports with the NWEA Crystal Reports Viewer requires that the NWEA Crystal Reports Viewer first be installed on your Windows-based computer. In addition, your computer must be able to extract files from the Zip file format; most versions of Windows are able to do this natively, and there are also free Zip extraction utilities available such as WinZip.

1. Navigate to the .zip folder that you retrieved from the reports Web site. For example, browse to Rpt_Pkg_BOT2_your_order_number.zip
2. Right-click on the file and select Extract.
3. Specify an extraction location.
4. Find the *.exe named after the report you want to view and double-click; this file has a blue clock icon and has a file type of application with the .exe extension.
5. In the window that opens, click Window Styles and select every check box.
6. In the Has Zoom Box with Default Level list, select 100%, and then click OK.
7. Click Print.
8. To print from the screen, follow these steps:
 - On the Preview tab, click the + and - to select the report you would like to print.
 - Click the printer setup icon, which is the printer with a wrench.
 - Except for the Individual Student Progress Report, in the Orientation area, select Landscape, and then click OK.
9. Click the printer icon on the toolbar, which is the printer without a wrench, and then click OK.

Reports Available with the End of Term Package

- **Class/Grade Reports**
- **Achievement Status & Growth Report**
- **District Summary Report (District/School)**
- **Individual Student Report**
- **Student Growth Summary Report (District/School)**
- **District .txt file**

